

**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Support Resource Package

**FROM:**DC/LSD/OL  
3E14  
Headquarters**EXTENSION****NO.****DATE**

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**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S  
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. C/P&PS/OL  
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MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

Deputy Chief, Logistics Services Division, OL

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SUBJECT: Support Resource Package

1. The new initiative resource packages submitted by three Agency Directorates have a direct impact on the operations of the Logistics Services Division (LSD). Any population growth in the Agency affects the level of demand for LSD services in the areas of couriers for deliveries of mail; drivers for shuttle bus runs; architects for space reconfigurations; project officers to oversee facility operations; clerks to procure supplies and maintain inventories; and personnel for handling an anticipated increase in classified material for destruction. Additional funding would be required to procure the equipment essential for providing the aforementioned services, such as vehicles, furniture, safes, and furnishings.

2. LSD has determined that the charge-offs should be apportioned equally among the three Directorates. The breakdown of resources which would be required is as follows:

a. Personnel

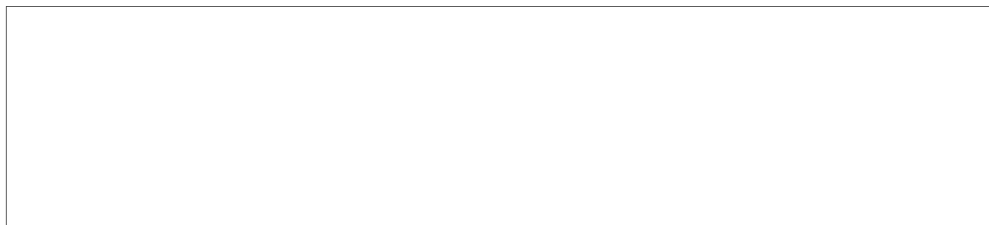
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b. Equipment

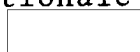
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SUBJECT: Support Resource Package

b. Equipment (Cont'd)



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3. If you should have any questions about our rationale  
or estimated costs, please give me a call on extension 

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